Adagio Ledger 93B: Import Account Net Changes: Revised March 18, 2022:

Adagio Ledger will allow you to import Opening Balances, Net Changes and Current Balances to a historical Fiscal Year. You can also import Opening Balances to the Current Year for a newly created dataset. You cannot import net changes/balances to any year with transactions.

Adagio Ledger has a simple Account Net Changes Default import template that matches the Default export template. There are also sample import files that match this template in sample data. If you import the files into sample data, add prior years and open the periods. Add 2004 for Single currency data and 2003 for MultiCurrency data.

GLNETCIM.CSV minimal fields for the template "Account Net Changes Default"
GLNETCIM.XLSX minimal fields for the template "Account Net Changes Default". Set File format to Excel. Enable Header included.

You can also create your own import file templates, provided your import file or import template contains certain required fields. For more information on setting up your import file and template properly, please see the Template Requirements section below. You can also review all available fields that can be included in the Table of fields section below.

For information on specific types of data, see the Data Types section.

You may delete the default import/export templates that are not useful to you. However, if you delete all of the import/export templates, the list of default templates will be recreated.

File Information tab

Use this tab to set the File format. Excel, ASCII CSV (Delimited), or ASCII Fixed Length are the most commonly used File Formats.

If you choose to use 'Auto-import on startup' for this template, you must also 'Delete import file on success'.

Field Selections and Field Defaults tabs

Use these tabs to select the fields for your import template.

If the available fields list is long and you are having difficulty locating the field you want to find, type a few characters of the field name in the Field name contains field.

Selecting a particular field type in the Restrict field type field can also be used to show only fields of the type selected (eg. Text, Amount, Date or Value) in the available fields list.

You may also choose the option to: 'Sort alphabetically?'.

Minimum Fields Required to import Account Net Changes for Prior Years

Field Name	Default Type	Length	Notes
Account Code	String	6	Must be in Import File
Opening Balance	Number	16	
Current Balance	Number	16	
Period 1 - 13 Net Changes	Number	16	

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Template Requirements Notes

- Historical Years:
  A. This function will typically be used to import Opening Balances, or Opening Balances, Net Changes and Current Balances for a historical Fiscal Year.
  B. If you are adding information for a prior year, the Fiscal Year records may not exist; make sure that 'Add new records?' is selected in File Information.
  C. If you intend to import or post Transactions for a prior year, do not import Current Balance or Period Net Changes; only import the Opening Balance. Importing/posting Transactions updates the Period Net Change fields.
  D. If you do not intend to import or post Transactions for a Prior Year, import Opening Balance, Current Balance and Period Net Changes. If both Balances fields are not imported, the Opening Balance for the year will be equal to the Current Balance. This will not affect backdated reports within Ledger but it will affect Financial Reporter.
- Current Year:
  A. This function can be used to import Opening Balances to the Current Year of newly created data.
  B. In the Current Year, instead of Import Transactions, use Import Batches.
  C. Do not import both Opening and Current Balances to the Current Year; this will cause unfixable integrity errors. Import only the Opening Balances. If the Current Balances and Net Changes are imported, the Opening Balances will be equal to the Current Balances. This will not affect backdated reports within Ledger but it will affect Financial Reporter. Instead of importing Period Net changes, import batches and post them.
  D. If you import Balances/Net Changes to the current Fiscal Year, this will set an Integrity Check flag for the next time you open the data. No functions except the Integrity Check and Backup will be available.
- You cannot import Period Net Changes/Balances if transactions exist for the year.
- When updating Net Changes, the combination of Account Code and Department Code must exist in Ledger or the import will generate an error.
- Either all 12 (or 13) Net Change periods must be imported, or none may be imported. You cannot import a selection of periods. If period Net Changes are not imported, then the Net Changes are not affected.
- Importing Net Change amounts to periods will replace existing amounts, rather than accumulating.
- Net Changes cannot be imported to a Closed fiscal period.
- Importing balances/net changes for income statement accounts for prior years does not affect the following years. Similar changes to the current year, current balance of the retained earnings account must be made.
- Fiscal Year may only be defaulted, not imported from the file. If not imported, the current Fiscal Year will be used.
- When importing from an Excel file, ensure that the column width is somewhat wider than the amount of text within; otherwise you may find that text may be truncated.

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Table of fields

Field Name	Default Type	Length	Req?	Value if not Imported	Notes
Account Code	String	6	Y	N/A	See Template Requirement Notes
Department Code	String	6	N		
Opening Balance	Number	16	Y	Calculated	See Template Requirement Notes
Current Balance	Number	16	Y	Calculated	See Template Requirement Notes
Period 1 - 13 Net Changes	Number	16	Y*	No change	Required if Current Balance is imported
Fiscal Year	String	5	N	Current Year	Default only, not importable
Account description 1-2	Strings	40	N	No Change	

Ledger automatically creates a default template which includes all of the fields except Current Balance.
Fiscal Year is defaulted to the current fiscal year.

Data Types and Additional Notes

Strings:

- Setting an offset, larger than zero, will skip that many characters from the beginning of the string.
- Extra characters after the defined field length will be ignored.

Numbers:

- Negatives use a leading '-'.
- If decimal amounts are required, they must be entered into the import file.

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